

Appendix G:
Run Crew/Deck Hand's Checklist
The first expectation of any crew member is safety.

General

Run Crew works under the supervision of the Stage Manager (SM), Deck Manager and Technical Director (TD); they are responsible the operation of backstage equipment, special effects and shifting scenery and props during performances.

Prior to Technical Rehearsal

- Read the play.
- Attend all production meetings and workdays.

Technical Rehearsal

- Attend all Technical Rehearsals, Dress Rehearsals, and Performances; arrive at the assigned call time provided by the SM.
- Obtain the set change cue sheet for each scene from SM.
- Be prepared to run set changes multiple times to make sure everything runs smoothly; keep a positive attitude.
- Be efficient. Move quickly, yet safely, during set changes. No talking backstage, unless asking a question concerning your duties.
- Organize "parking spaces" for set pieces or large props and continue to observe traffic patterns for set pieces in order to make set changes easier; create as much room as possible for actor traffic and backstage safety.
- Take notes on where set pieces are stored and where they go on stage; help to spike these areas on stage if needed.
- At the end of every Technical Rehearsal, set up for the top of the show.
- Note any concerns or issues that need to be fixed (from Director or SM) and wait to be released.

Dress/Performances

- Arrive on or before your designated call time per SM.
- Wear departmentally approved backstage blacks.
- Be in position and ready for cues from SM or Deck Manager.
- During the run of show you must stay quiet at all times.
- Be efficient. Move quickly and safely during set changes; stay calm and problem solve if there are technical difficulties or emergencies. Listen carefully for SM or Deck Manager redirection.
- Organize all set pieces backstage.
- Only after the audience has exited the house, clear the stage and set for top of show.
- Stay for notes or until released by SM.

Strike

- TD will supervise and organize strike.
- Help take down set and clean backstage.
- Carefully help remove spike tape.
- Move all set pieces back to the shop or prop areas.
- Do not leave strike until released by TD or SM.